Tarek Walid Al-Masri

33604499 | tarek.w.masry@outlook.com | Al-Luqta, Al Dana Gardens, Doha, Qatar

© | PROFILE

Focused, motivated and committed paralegal, a project leader and a legal associate with voluntary work experience in public affairs and a former private tutor.

Through the skills I have gained from my life and professional experiences, I can take on any position according to my opportunities and choices. Love history, different cultures and outdoors activities, interested in legal, human resources and international affairs. I always aspire myself to be distinguished in everything I take care of from the simplest things of life to professional matters. A passionate person in life, ambitious, enthusiastic about any new experience, enjoy building new relationships with the elite of society, that's me!

■ | PROFESSIONAL HISTORY

• Paralegal at Tripoli Association Bar

• <u>Project Leader</u> at Doha International Family Institute (DIFI) – Qatar Foundation

OCT '22 - Current

- o Proving successful working within tight deadlines and fast-paced atmosphere.
- Preparing and creating bilingual content, press releases, letters, press commentaries public relations events planning revising research
 with social and legal aspects Interviews questions/topics Co-representative of DIFI at national events Co-responsible for social
 media pages cooperation with QF newsroom

• Legal Associate at Al Jawad & Partners Law Firm & Arbitration

AUG '22 - Current

- Responsible for enforcement court files accountant and administrative tasks Communication with/updating clients simultaneous translation - Court E-System
- <u>Private Tutor:</u> Arabic, French & English languages: Pre-university students

AUG '17 – MAY '19

Carried out day-day-day duties accurately and efficiently

• Assistant to the "Head of the Polling Station" (Voluntary)

FEB - MAY '18

- Used coordination and planning skills to achieve results according to schedule.
- o Prepared a variety of different written communications, reports and documents to ensure smooth operations.

╡ | EDUCATION

Faculty of Law, Lebanese University

- Master 1 degree of Laws (research)
- Bachelor of Laws
- **❖ MOOC(s)** : (offered through Coursera Inc.)
- Introduction aux Droits de l'Homme / Authorized by Université De Genève
- Gave me an insight on the international protection of human rights; along with the obligations they generate for states and the mechanisms to ensure their compliance.
- The Arbitration of International Disputes | Authorized by Leiden University
- o Learned the role of international arbitration through concrete examples.
- International Humanitarian Law / Authorized by Leiden University
- Gave me a deep insight into the rules that govern armed conflicts and aim to mitigate human suffering as well as studying an ongoing fictitious case.
- International Security Management | Authorized by Erasmus University Rotterdam
- o Learned about the diverse international security landscape and gain insights into challenging topics such as illicit trade & organized crimes

★ | WORKSHOPS

- Career Bridge Program: Leadership & negotiation, public speaking, strategic planning, effective communication & team building
- Be Your Own Boss (Entrepreneurship training prog.)
- Communication skills, time management and emotional mindset
- Lawyers supporting the renewable energies sector
- Introduction to investigative journalism

♦ | SOFT & HARD SKILLS

- Emotional Intelligence
- Communication & Teamwork
- Leadership, Planning & Time management
- Microsoft engines, Copywriting, Content Creating & Social Media
- Legal Studies

► | LANGUAGES

- Arabic Native
- <u>English</u> Proficient (Scored <u>C2 Proficient</u> according to the CEFR (verify on www.efset.org/cert/3932eu)
- French Intermediate

ℰ | REFERNCES